

Report Submission Guidelines

How to Submit your Completed Report:

After you have reviewed your case, please complete the OMC Report Template, which is available on the website. Click [here](#) to download the OMC Report Template. Or, manually download the OMC Report template by:

1. Clicking on the guidelines/Report Templates button on the left hand side of the page.
2. Click on OMC Report Template (Word)
3. You will be prompted with "Would you like to open the file or save it to your computer?"
4. Click on "Save."
5. You will see a window to choose where you want this file saved. You can choose your Desktop or another location on your computer.
6. Click on "Save."

How to Attach Your OMC Report to Your Email:

After completing your report, please submit it to the staff person who initially contacted you about taking the case for review. If you do not know who contacted you initially, you may send it to RoseMaria Brown at RoseMaria.Brown@azmd.gov or Veronika Burkel at Veronika.Burkel@azmd.gov directly.

If you have any questions or problems regarding the emailing of your report, please contact the OMC Coordinators at their email addresses above or call 480-551-2730 or 480-551-2820 respectively.